

SUMMARY ACTION PLAN (issued 02/12/04; updated 02/26/04)

In response to the Auditor of Public Accounts Special Report, dated 12/15/03

APA Ref	Short Title	Summary	Completion Due	Responsibility	Status	Task/Comments
1	Board Process	Policy Matter Expectations	--	Pomata	Complete	The ITIB established the CIO Evaluation Committee at its February 4, 2004 meeting to address this issue.
		Committee Information and Reporting, and Meeting Agenda Development	April 14	Simonoff	Active	Information on the best practices of boards is being gathered and will be presented to the ITIB at its April 14 meeting.
2	Board Use of VITA Business Plan	Address APA report findings	--	Pattison	Complete	The ITIB Finance Committee, at its January 29, 2004 meeting, directed VITA management to address findings.
		Summary of performance compared to business plan, and development of cycle for business plan update	Quarterly	Simonoff/Matthews	Active	The business plan and the quarterly operating plan will be merged into one document and provided to the Board on a quarterly basis. The Finance Committee will recommend a cycle for the update of the business plan on a more permanent basis.
		Consolidation acceleration	--	Stewart	Complete	The CIO, in consultation with Board members, made the decision not to accelerate any large agency prior to July 1, 2004.
		Long-term goals and objectives	April 14 or May 5	Pattison	Active	Finance Committee Chairman Pattison recommended to the ITIB at its Feb 4, 2004 meeting that the Board use its April or May meeting to develop long-term goals.
3	VITA/Business Plan	Complete business plan for new services	February 26	Simonoff/Matthews	Active	VITA will provide a draft business plan to the Finance Committee at its February 26 meeting that addresses the Integration Phase of the VITA consolidation.
4	Billing System	Development of billing system	April 30	Dodson/Matthews	Active	Requirements for an interim billing system are being developed to support the revised billing approach. System by 4/30/04. Status 2/26/04: On schedule for definition of business requirements and changes to support systems by 3/31/2004. APA has agreed that working under the old billing system assumptions is not necessary.
5	Budget System	Restore current budget	February 27	Dodson/Matthews	Active	Budget system has been restored for

		system to operating condition				equipment updates; personnel cost budgeting module remains problematic. Consultant is currently working to restore system to full operation, if achievable, by February 27. Status 2/26/04: <i>Personnel cost budgeting module fix has been loaded for user testing. Testing scheduled for completion on 2/27/04.</i>
		Develop new budget system that interfaces with other applications including asset management and payroll	March 31	Dodson/Matthews	Active	Applications are currently under development consistent with the CIO revised rate structure. Requirements will be identified by March 31. Status 2/26/04: <i>Interviews with subject matter experts and documentation of “re-engineered” code in progress. Documentation of business requirements on schedule for 3/31/04.</i>
6	PPEA Criteria	Development of criteria and process for reviewing and considering PPEA proposals	--	Newstrom/Attorney General’s Office	Active	Chairman Newstrom is working with the OAG and will report preliminary findings to the Board on 3/3.
		Development of methodology to calculate savings; Board review and approval	June 30	Matthews	Active	Savings methodology will be presented to the Finance Committee for its review at its April meeting with recommendations to the ITIB at its May 5 meeting. The CIO will solicit approval from the Secretary of Finance by June.
7	VITA Audit Director	Hiring of Audit Director	60 days from job posting	Witter	On hold	Based upon recommendation by Mr. Kucharski at the January 29 Finance Committee meeting, this recommendation is on hold pending the Board’s April or May 2004 meeting where long-term goals will be developed.
8	Due Diligence Data	Development of process to review and correct due diligence data by March 31, 2004	June 30	Dodson/Matthews	Active	Asset inventory data has been updated for small agencies. For medium and large agencies, work is ongoing to develop an automated approach to collect and refine additional data required by VITA; agencies are being asked during February to validate and to provide any missing data. Status 2/26/04: <i>Data requirements for medium/large agencies finalized. Process for data gathering, review, and correction is</i>

						<i>being drafted. Automated update system is on schedule for 3/31/04.</i>
9	Profit and Loss Statements	Revise profit and loss statements and related financial status	March 15	Matthews	Active	Based upon the revised billing approach instituted by the CIO, supporting financial information is being developed to include profit and loss statements, balance sheets and cash flow analyses. This information will be provided to the Finance Committee at its March meeting.
10	PPEA Cost Basis	Board should direct VITA to obtain accurate & reliable financial information	--	Matthews	Complete	Baseline cost information is a component of the PPEA due diligence process.
11	Cost & Savings Methodologies	VITA should develop methodologies & gain approval from the Board and the Secretary of Finance	June 30	Matthews	Active	The methodology will be presented to the Finance Committee at its April meeting. The Finance Committee will present its recommendations to the Board on May 5. The CIO will solicit approval from the Secretary of Finance by June.
12	Staffing Costs & Methods	Board should reevaluate no reduction in force policy	April 14/ May 5	Pattison	Active	The Board will include this as a topic at its April or May meeting.
		Board should direct VITA to absorb only needed staff & to identify staff reductions, working with DHRM to identify alternatives to layoffs.	August 29, 2003 April 14/ May 5	Clark Pattison	Complete Active	The <i>Integration</i> staffing plan is complete and is being carried out. The Board will include <i>transformation</i> staffing as a topic at its April or May meeting.
		VITA should develop and report overhead to the Board	March 15	Matthews	Active	Based upon the revised billing approach instituted by the CIO, supporting financial information is being developed on overhead.
13	JLARC Approved Rates	Board to require VITA to use only approved rates with no agency exemptions	-- May 2004	Matthews Matthews	Complete Active	No action required. VITA in compliance. Revised billing approach will necessitate JLARC approval; the earliest scheduled JLARC meeting is May 2004.
		VITA should create architecture and standards to meet business needs at best price	--	Lubic	Active	VITA presented resource needs to complete architecture to the Project Review Committee on 2/4/04. Next steps to be determined by the Committee at its March meeting. Status 2/26: Staff will recommend to

						<i>Project Rev Comm on 3/3/04 that EA be subject to Integration vs. Transformation distinction, with any major EA redirection planned in conjunction with selected Transformation initiatives. Next steps to be determined by the Committee at its March meeting.</i>
14	Consistent Application of Fiscal Policies & Practices		--	Matthews	Complete	VITA will consistently apply fiscal policies and practices relative to the CIO revised billing approach.
15	VDOT Repayment		--	Matthews	Complete	Repayment of \$434k was issued by interagency transfer to VDOT on 1/4/04. Future expenses will be repaid monthly.